

JUS.T.I.S. * Governance Council Meeting Minutes

*Justice Tracking Information System

Thursday, December 7, 2006, 10:00 a.m.

Hall of Justice, 850 Bryant Street, Room 215

San Francisco, California 94103

Attendance

Sheriff	Eileen Hirst	Public Defender	Rene Manzo
Adult Probation	Patrick Lam	Superior Court	Pat Jeong
District Attorney	Martha Knutzen	IT PM	Al Corker
DOSW	Emily Murase	DTIS	Walt Calcagno
Police Department	Douglas Carr	DTIS	Rob Castiglia
Public Member	Jay Tharp	Coordinator	Paula Itaya

Call to Order

Eileen Hirst, Co-Chair of the Governance Council, called the meeting to order at 10:14 a.m. Eileen welcomed Jay Tharp, an information systems contractor with Juvenile Probation, who was present as a member of the public. Jay said that he waived comment after each agenda item. Eileen requested that all audible electronic devices be deactivated, so as not to sound during the meeting.

Adoption of Agenda - Action Item

Emily Murase moved to adopt the Agenda as submitted. Douglas Carr seconded the motion, which was approved unanimously by the members. The Agenda was adopted.

Adoption of Meeting Minutes - October 26, 2006 - Action Item

Douglas Carr suggested a change to the Draft: On Page Two, under Police Department, he said that "the Taraval Station rollout did not occur." In addition, Martha Knutzen said that under the District Attorney update, instead of the payments unit, it should say "subpoenas for the subpoena unit."

Martha moved to adopt as final the Draft of Minutes of the meeting of October 26, 2006, as amended. Emily seconded the motion, which was carried by unanimous voice vote. The Minutes were adopted as amended for distribution as final.

Executive Sponsor Update - Discussion/Action Item

Eileen said that the Executive Sponsor, Allen Nance, is in Washington, D. C. and would not be attending the meeting today.

Technical Steering Committee (TSC) Update - Discussion/Action Item

Walt Calcagno said that he would present an overview of the Technical Steering Committee (TSC) activities since the October meeting. Walt said that they have been meeting with several departments during the last few weeks. They met with the District Attorney (DA), trying to resolve their server problem until the equipment is in place at One Market Plaza (OMP). The DA would be the first functioning department on the consolidated servers.

Walt said that they have been meeting with the Police Department, receiving a status report on the Police Department's Records Management System (RMS). In addition, they met with Anita Sevilla on the LAN portion of the JUSTIS project. Walt said that the TSC agreed with the plans, which she outlined, and recommended that the Office of Contract Administration (OCA) proceed with procurement of the equipment.

Walt said that they have met with the Adult Probation Department (APD), which needs to upgrade their Oracle release to a higher level. The TSC agreed with their proposal. They are assisting APD in talks with the vendor on contract issues regarding what should be included in the system annual maintenance agreement.

Walt said that today the TSC would be meeting with the Public Defender on contract modifications relating to the rollout of their system.

Al Corker added that the TSC is working on configuration management, document review, and is in the process of drafting Memoranda of Understanding (MOUs) for both the Server Consolidation and HUB projects.

Server Consolidation - Walt invited Rob Castiglia to present an update. Rob said that at the October meeting, he reported that they had configured the bill of materials for the JUSTIS Storage Area Network (SAN). They are going to the TSC for approval today, and to the OCA by tomorrow. Rob said that they are still trying to pare down the original recommended bill of materials list for the server consolidation pieces to fit within the grant funding mechanism. Rob said that the original blade specifications exceeded the funding that was available in this fiscal year. He said that they had to configure the exact number of blades necessary for production, and the number necessary for failover.

Rob said that the most expensive aspect of the consolidation project is still the software licensing, which is important in how it affects the failover process. He said that certain systems require up front payment for licensing on the failover machines, while others do not. Rob said that they have approval at the highest level for acquisition of the necessary equipment as soon as possible. He expects the blades to come in during the early part of next year. They have some equipment coming in soon which was paid for from non-grant funds.

Rob said that discussions are taking place between DTIS and the DA to achieve an MOU, which satisfies the Department's concerns regarding management, configuration, access and control of their system in the consolidated arena. The present document is now at DTIS Operations for finalization of operational details. There would be a final review by Rob and Martha for any content changes. The document would be a model and eventually would be helpful to all the departments, who would have similar concerns.

Martha added that the main concern of her senior management revolved around the confidentiality of the data in their system. She said that she could not go forward without their approval. She said that their essential question entailed: who has access to the software. She said that Operations is including all of the details about timing, assistance and backup. Rob said that the specific personnel involved would be named in the document and have had background checks. Walt added that most all of the personnel in DTIS Operations have had criminal background checks. Emily asked if the Department of the Status on Women (DOSW) would have access to statistics in the DA data. Martha said that she would investigate this issue at a later date. Rob said that he is available to support Martha's presentation to her management, if needed.

Budget Update - Walt said that Al would present the budget update. Al said that at the last Council meeting, he gave two presentations, one on budget tracking: Incremental Financial Tracking for JUSTIS expenditures, a series of worksheets in a workbook, which enables members to look at the grants and expenditures within each project. Al said that the system is in place and he had intended to distribute the appropriate document to the members in preparation for the meeting, but did not. He said that he would be sending out an Excel document very soon, and would appreciate feedback on it.

Al said that some of the project payments are behind; others are on time or ahead of schedule. He said that some of last year's costs (for prior year work) were attributed to this year's budget. He said that it would soon be necessary to have a discussion regarding the financial challenges for this year, particularly how the TSC and the Council will work together on the expenditures for the current year.

Eileen said that New World Systems (NWS) has indicated to her that they are up to date in their payments. Walt added that forty-five invoices have been processed for NWS. He added that all of the invoices that MOCJ forwarded to DTIS from last year have been processed. Walt said that he had just learned that IT PM had not been paid two invoices, which will be processed today. He said that by tomorrow there should not be any unpaid invoices from last year. Eileen thanked Walt and AI for their efforts in this direction. Walt added that the TSC was asked to and did attend a COIT meeting to present a status report on the project.

AI added that the budget Walt will be presenting to the City would look larger because it will include grants as well as General Funds, and will track the expenditure of grant funds. AI said that the Police have asked for tracking of the grants for the infrastructure projects that support the RMS STAR program. AI said that this would be the budget that goes out to interested parties.

Case Management System Update - Discussion/Action Item

District Attorney - Martha presented the update. She said that they asked the TSC for some program changes, which have been approved, some of which would be funded by their department, and some by the TSC.

Martha said that they have completed training of the attorneys. She said that they have started training the support staff and expect to finish a large portion by the end of December. Some of the modules would be worked on next year. She thanked Rob for the upgraded network connectivity to OMP, which has supplied additional bandwidth and speedier processing. Rob said that DTIS is happy to be replacing some T-1 lines with fiber from the Hall of Justice to OMP, at no additional cost.

Public Defender – Rene Manzo said that they are in the development phase of their project and are making good progress. They are working on data validation and waiting for HUB connectivity and data transfer. As noted, they would be going before the TSC today for assistance with contract issues.

Police Department – Douglas (Doug) provided an update on the RMS. He said that Captain Gitmed was not present because he is attending a CLETS meeting. Doug said that the Captain has announced his retirement effective January 19th. Lieutenant Greg Yee will be the acting Captain of the Planning Division Technology Section.

Doug said that Larry Welch, the new NWS Project Manager, and IT PM have increased management participation with the project, which has helped them to move forward. The Project Team is concentrating on preparation for training. They've agreed on draft lesson plans and are on schedule to be ready to begin in March. The present discussion involves interfaces. The CAD to RMS interface may not be ready by March 2007; however, NWS feels that they can find a solution until the interface is completed. Their Project Plan will include a post-Taraval rollout, which will contain tentative timelines for all of the other stations.

Sheriff's Department – Eileen said that they are ready to go live with the Jail Management System (JMS) and are just waiting to connect to the HUB. Eileen said that training is complete and they are ready to move on to the next phase of their project, which is to automate the programs to which in and out of custody persons are referred. This module can be built in the JMS rather than be a connected but stand-alone system. With agreements with other departments as mentioned above (reference the MOUs), the other departments would be able to interface to the JMS and follow the path of committed persons as they flow in and out of the system. The programs module should be ready by March. Eileen reminded members that according to a memorandum that was distributed, the names of the jails would be changing when the JMS goes live.

AI added that when Taraval Station goes live, the Sheriff would work on the RMS portion of the JMS, which would include reports for inmates, among other assorted assets. Not contingent upon Taraval, but when the Police system is stable and not changing frequently, the Police RMS would be cloned for the Sheriff, with some modifications of superficial components. The JMS can benefit from a lot of the work the Police have done, as they are able to use some of the Sheriff's work. A lot of the content would remain the same. AI said that they are vertically integrated applications, which share a lot of data. This should be done in March and April.

Rob added that the RMS/JMS meetings, which have been taking place, would be morphing into weekly JUSTIS meetings. Starting next week, those meetings would be about changes in the entire JUSTIS system, as they occur today, and then in the future, when the HUB is completely functional. Rob said that he would send out an agenda. The meetings will be technical and very detailed, at first involving Doug and Nancy Martin, and then Anita and Lamont Suslow. They will then add DTIS (Herb Tong, Archie Lee and the Networking Group or Operations or Database) and others as specific issues surface.

Adult Probation Department (APD) - Patrick Lam announced that APD has a new Chief Adult Probation Officer, Jeanne Woodford, effective November 1st. Patrick provided an update on the system. Patrick said that the vendor does not support their current version of Oracle. He said that they are working with DTIS on an upgrade schedule.

Superior Court - Pat Jeong said that they are still developing the CX 2000, and are waiting for the establishment of the FTP. The data tables have changed slightly and they need a new extract from CMS of the thirty-minute disposition data. They, too, are waiting for the HUB.

HUB Project - Rob is managing the HUB Project and presented an update. Rob said that a lot has been happening. He said that the HUB is his primary focus at this time. PlanGraphics, the development vendor, has been on site almost every week since the last Council meeting. They are working on connecting the JUSTIS Business Process Engineering Language (BPEL) HUB to the Sheriff Department's Microsoft Messaging Queue (MSMQ). That would be the only use of that Microsoft product. On the Sheriff Department side, they worked on the code necessary for modification. That hurdle has been overcome. In the development environment, they have successfully sent and received messages. They are presently promoting the test environment into a production environment. The production environment is now a pristine environment and can be used for a true controlled environment. Rob said that when they are ready for the testing, they would start with small segments of data, and proceed in order to the next step when the data is correct. Step One would take place today: JMS would send booking messages to the Queue. The HUB is set up to see the Queue messages, and pull them in. They would achieve data transformation. They would test a message of every type that JMS would be sending, that NWS has created, and then send real data to the mainframe group. The mainframe group can then test the interfaces that they have completed. They would send messages from the JUSTIS HUB in every five-minute intervals, leading up to mainframe snapshot testing. If the CMS test environment is ready, they will be blocking out four-hour periods for specific types of testing, such as mass moves, mass bookings, and releases: all of the types of transactions, which are used in JMS. They would then compare the data in JMS to the data on the test mainframe system to insure that the data is being received from the DA into the JMS and that it matches the data in the mainframe exactly. Rob said that at that point, when he is assured of the success of the testing, he would set up a demonstration for the Council.

Al added that a meeting would take place next week with NWS to discuss challenges relative to staffing. With the NWS connection in place, it may be possible to eliminate double data entry, which has been a strain on departments. Rob said that they have taken the mainframe data out of CMS and, using an Oracle environment, have created a relational database. A relational database allows for greater control over the data. At a specific point each day, they receive a snapshot of the mainframe systems. With the exact replica of the mainframe, they could begin to move CABLE subsystems into relational databases.

Al said that as the JUSTIS Project has evolved, some of the people have changed. The goal has not changed: to close out the mainframe as portions of JUSTIS become visible, as the case management systems become viable. The combined capacity of the new system would exceed what the mainframe presently does. With MOUs in place, the mainframe may be collapsed in a systematic way. Rob added that it would be important for departments to identify the data they receive now, in preparation for collecting that data which is mainframe. That data can be moved onto the HUB. Data warehousing and analytical reporting would follow.

A question was asked about the timing of connecting departments to the HUB, if they would be ready more or less at the same time. Rob said that there is no project schedule yet. He said that when the Sheriff is in place, employing transactions and message types, work to connect others would be easier. The complex systems of the DA and Police would have laid a foundation to add the Public Defender and APD very quickly. It would probably be one or two

weeks, once a working system is in place. Al added that eighty per cent of the problems would have been solved. Rob said that connecting the DA to the HUB frees up a lot of resources in management time. He sees progress every day on the HUB. He said that he would like to publish a schedule for server consolidation, as well as for the HUB, but it is not yet appropriate at this time.

New Business - No new business was presented to the Council.

Adjournment- The next Council meeting is scheduled for Thursday, January 25, 2007, at 10:00 a.m., in the Adult Probation Conference Room. There being no further business before the Council, Martha moved to adjourn the meeting. Rene seconded the motion, which was carried unanimously. The meeting was adjourned at 11:17 a.m.